

Wisconsin Department of Revenue
PO Box 8902
Madison WI 53708-8902
(608) 266-2776, ext. 16435

Cigarette and/or Tobacco Products Salesperson's Permit Application

DEPARTMENT USE ONLY

Permittee Number
Period Covered
Date of Issuance

The undersigned hereby makes application for a permit to sell cigarettes and/or tobacco products, solicit orders for, or engage in the sale for future delivery for a specific employer. When employment changes, the current permit must be returned to this department before a new permit can be issued. Enclose a \$20 Business Tax Registration Fee (if applicable). Read the instructions on the reverse side.

Last Name (<i>please print</i>)	First	M.I.	Phone Number () _ _ _ _ - _ _ _ _	Date of Birth / /
Address			Social Security Number (<i>required</i>)	
City			State	Zip Code

1. Business or Occupation for the Past Three Years

2. Current Business or Occupation (*be specific*)

☐ Yes ☐ No 3. Have you as a sole Proprietor, Partner(s), Limited Liability Company, Member(s) or Corporate Officer(s) ever held, or now hold a permit or certificate issued by the Wisconsin Department of Revenue?
If Yes, indicate: a) type of permit or certificate _____
b) permit or certificate number _____
c) location for which it was issued _____

☐ Yes ☐ No 4. Have you been found guilty of crimes relating to loaning money or anything of value to persons holding licenses or permit issued pursuant to Chapter 125 of the Wisconsin Statutes?

☐ Yes ☐ No 5. Have you been convicted of violating federal or state laws or local ordinances other than traffic violations?
If Yes, check type of law violated: ☐ Federal ☐ State ☐ Local Ordinances
Also indicate details of the violation, including nature of violation, date, place, court and disposition.

6. If you have been convicted of a felony for which you received a pardon, describe the nature of the felony and date/place of the pardon.

7. Check the box(es) below which apply:

- ☐ Application for permit to solicit sales for future delivery of CIGARETTES
☐ Application for permit to solicit sales for future delivery of TOBACCO PRODUCTS (OTP)

8. Name of the permittee which applicant will represent.			Permit Number (<i>prefix(es) and number</i>)	
Address		City	State	Zip Code

I declare under penalties of the law that I have examined this information and to the best of my knowledge and belief, it is true, correct and complete.

APPLICANT SIGN HERE →	Signature (<i>Please DO NOT print or type</i>)	Date

Instructions for Cigarette and/or Tobacco Products Salesperson's Permit Application

1. Who Needs A Cigarette and/or Tobacco Products Salesperson's Permit

Cigarette Salesperson – Any person *in Wisconsin* who solicits orders for or engages in the sale of cigarettes for future delivery must obtain a salesperson's permit for cigarette. A permit is not needed if you will be only soliciting orders by correspondence or phone from outside Wisconsin.

Tobacco Products Salesperson – Any person *in Wisconsin* who solicits orders for or engages in the sale of tobacco products for future delivery must obtain a salesperson's permit for tobacco products. A Salesperson's Permit must be obtained by each person who will be soliciting orders in Wisconsin. A permit is not needed if you solicit order by correspondence or by phone outside Wisconsin.

NOTE: No person may solicit on-the-spot sales (peddling) of cigarettes or tobacco products in Wisconsin. Violators are subject to the enforcement provisions allowed under Wisconsin Statutes. Product sold in violation of the statute is unlawful property and subject to seizure.

2. How to Obtain a Cigarette and/or Tobacco Products Salesperson's Permit

Send your completed application to Wisconsin Department of Revenue along with your \$20 BTR fee if applicable (see 3 below).

Mail To: Wisconsin Department of Revenue
PO Box 8902
Madison, WI 53708-8902

3. Business Tax Registration Fee (BTR Fee)

A \$20 BTR fee applies to all persons who apply for a Cigarette and/or Tobacco Products Salesperson's Permit with the exceptions explained below.

Exceptions – The \$20 BTR fee is not due with this application if:

- a. You held any active permits or certificates on December 31, 1995, issued by the department that is covered by the BTR provisions.
- b. You paid the \$20 BTR fee with a previous application for another permit or certificate which the department issued.

4. Assistance and Forms

Information, additional forms and assistance are available at our following office:

2135 Rimrock Road
Madison, WI 53713
Telephone (608) 266-2776, ext. 16435

or write to: PO Box 8902
Madison, WI 53708-8902